2513/2513f
1302/1302f

Operating Instructions
System Settings

Part # G1618

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Copy Reference before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Operator Safety

This machine is considered a CDRH class I laser device, safe for office/EDP use. The machine contains a 5-milliwatt, 760-800 nanometer wavelength, GaAIAs laser diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see P.2 *"Machine Types"*.)

- Type 1: No fax function installed
- Type 2: Fax function installed

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

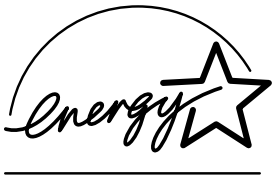
Power Source

120V, 60Hz, 7A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see "Power Connection" in the Copy Reference manual.

ENERGY STAR Program

ENERGY STAR®



As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

- Low Power mode
  This product automatically lowers its power consumption 15 minutes after the last copy or print job has finished. Fax reception and printing is still possible in Low Power mode, but if you wish to make copies press the operation switch first.
  For details about how to change the default interval that the machine waits before entering Low Power mode, see “4. Energy Saver Timer” on p.16 “System Settings”.
- Sleep mode (Fax or printer installed)
  If the fax or printer features are installed, this product automatically lowers its power consumption even further 30 minutes after the last copy or print job has finished. Fax reception and printing is still possible in Sleep mode, but if you wish to make copies press the operation switch first.
  For details about how to change the default interval that the machine waits before entering Sleep mode, see “6. Auto Off Timer” on p.16 “System Settings”
- Auto Off mode (Copier only)
  To conserve energy, this product automatically turns off 30 minutes after the last copying or printing job has completed. If you wish to make copies when the machine is in Auto Off mode, press the operation switch first.
  For details about how to change the default interval that the machine waits before entering Auto Off mode, see “6. Auto Off Timer” on p.16 “System Settings”.

Specification

		Copier only	Fax or printer installed
Low Power mode	Power consumption	50 Wh	60 Wh
	Default interval	15 minutes	15 minutes
	Recovery time	10 seconds	10 seconds
Sleep mode	Power consumption	-	20 Wh
	Default interval	-	30 minutes
	Recovery time	-	20 seconds
Auto Off mode	Power consumption	less than 2 Wh	-
	Default interval	30 minutes	-
	Recovery time	20 seconds	-

Recycled Paper

In accordance with the ENERGY STAR Program, we recommend use of recycled paper which is environment friendly. Please contact your sales representative for recommended paper.

How to Read this Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

Important
If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

【 】
Keys built into the machine's operation panel.

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Manuals for This Machine

This is a multi-functional machine combining copier, printer and fax functions. A separate manual is provided for each function. Please consult the manual that suits your needs.

❖ **System Settings**
Provides an overview of the machine. This manual introduces the functions of the machine. It also introduces the options allowing you to use additional functions and describes how to access the system user tools to make the machine easier to use.

❖ **Copy Reference**
Describes the various copying functions from basic copying to more advanced functions such as reducing/enlarging copies or combining two originals onto one copy.

❖ **Facsimile Reference Basic Features (Option for Type 1)**
Explains the most frequently used facsimile functions and operations.

❖ **Facsimile Reference Advanced Features (Option for Type 1)**
Describes more advanced facsimile functions and also explains settings for key operations.

❖ **Printer Reference 1 (Option)**
Describes the system settings, procedures and functions for using this machine as a printer.

❖ **Printer Reference 2 (Option)**
Describes the procedures and provides necessary information about using this machine as a printer.

❖ **Network Interface Board Quick Configuration Guide (Option)**
Describes the procedures and provides necessary information about setting up and using the printer under the network environment.

❖ **PS Level 2 Emulation Type 2 Operating Instructions Supplement (Option)**
Describes the menus and features you can set using the PostScript printer driver.

❖ **Network Interface Board Type 2 Owner's Manual (Option)**
Describes the procedures and provides necessary information about setting up and using the printer under the network environment.

❖ **Unix Supplement (Option)**
Provides information about setting up and using the printer in a UNIX environment.

Machine Types

This machine has two models. Type 2 machine is installed with the fax unit as a standard.

	Type 1	**Type 2**
Fax unit	Option	Standard
Printer unit	Option	Option

Additional Functions Provided by Internal Options

You can expand the capabilities of this machine to include fax functions and printer functions. When you want to add a function, contact your sales or service representative.

Copy Mode

In copy mode you can make basic copies and also copy using more sophisticated techniques, such as reduction/enlargement or combining two originals onto one copy. You can install an optional memory expansion for storage of document images, thereby making the best use of memory with various copy functions.

Options for Memory Expansion

❖ **32MB copier memory unit**
Increases memory capacity.

Facsimile Mode (Option for Type 1)

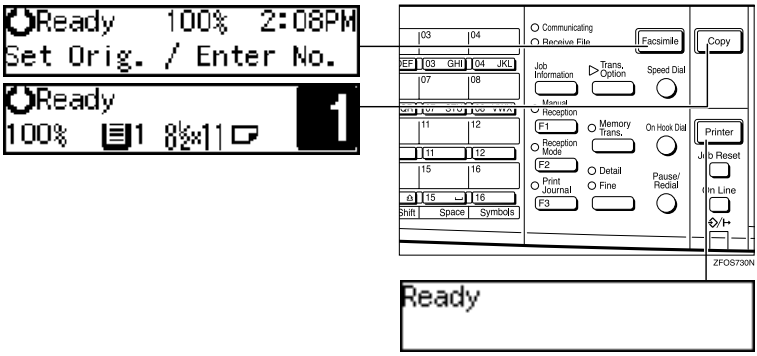
You can send and receive fax messages in facsimile mode.

Printer Mode (Option)

You can use this machine as a printer when you install the optional printer controller.

Changing Modes

Press the 【Copy】, 【Facsimile】 or 【Printer】 key to switch to copy, fax or printer mode respectively.



Limitation

❒ You cannot switch modes in any of the following cases:

- When scanning in a fax message for transmission.
- During immediate transmission.
- When accessing the user tools.
- During On Hook dialing for fax transmission.
- During Energy Saver mode.

Multi-access

You can carry out another job using a different function while the current job is being performed.

This allows you to handle your jobs efficiently regardless of how the machine is being used. For example:

- While making copies, the machine can send a fax message that has been stored in memory.
- You can make copies while receiving fax data.
- The machine can receive print data in any mode.

Performing multiple functions simultaneously like this is called Multi-access.

Sample operations

For details on operations under other conditions, contact your service representative

Mode before you select		Mode after you select: Copy stand-by mode	Copying	Facsimile stand-by mode	Memory Transmission	Memory Reception	Automatically printing received data	Manually printing received data	Manual Reception Operation	Automatically printing reports/lists	Manually printing reports/lists	Printer stand-by mode	Receive Data	Printing	User Tools (Counter)	User Tools (Copy, Facsimile or Printer)
Copy	Operating	—	—	❍	☆	☆	☆	❍	☆	☆	❍	❍	☆	☆	☆	❍
	Copying	—	—	×	☆	☆	→	×	☆	→	×	×	☆	→	×	×
	Stopping	—	—	❍	☆	☆	→	❍	☆	→	❍	❍	☆	→	☆	❍
	While using the external hand set	—	☆	❍	×	×	☆	❍	☆	☆	❍	❍	☆	☆	☆	❍
Facsimile	Operating	❍	❍	—	☆	☆	☆	❍	☆	☆	❍	❍	☆	☆	☆	×
	Scanning an original for Memory Transmission	×	×	—	☆	☆	☆	×	☆	☆	×	×	☆	☆	×	×
	Memory Transmission	☆	☆	☆	→	—	☆	☆	—	☆	☆	☆	☆	☆	☆	☆
	Immediate Transmission	×	×	—	→	—	☆	×	—	☆	×	×	☆	☆	×	×
	Memory Reception	☆	☆	☆	→	—	☆	☆	—	☆	☆	☆	☆	☆	☆	☆
	Automatically printing received data	☆	→	☆	☆	☆	→	×	☆	→	×	☆	☆	→	☆	☆
	Manually printing received data	×	×	—	☆	☆	→	—	☆	→	—	×	☆	→	×	×
	Immediate Reception	☆	☆ *1	☆	→	—	→	×	—	→	×	☆	☆	→	☆	☆

Mode after you select		Copy		Facsimile								Printer				
Mode before you select		Copy stand-by mode	Copying	Facsimile stand-by mode	Memory Transmission	Memory Reception	Automatically printing received data	Manually printing received data	Manual Reception Operation	Automatically printing reports/lists	Manually printing reports/lists	Printer stand-by mode	Receive Data	Printing	User Tools (Counter)	User Tools (Copy, Facsimile or Printer)
Facsimile	Automatically printing reports/lists	☆	→	☆	☆	☆	→	×	☆	→	×	☆	☆	→	☆	☆
	Manual printing reports/lists	×	×	—	☆	☆	→	—	☆	→	—	×	☆	→	×	×
	While using the external hand set	☆	☆	☆	→	—	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Printer	Operating	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	—	☆	☆	☆	☆
	Receive Data	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	—	☆	☆	☆
	Printing	☆	→	☆	☆	☆	→	×	☆	→	×	☆	☆	—	☆	☆
	While using the external hand set	☆	☆	☆	→	—	☆	❍	☆	☆	❍	—	☆	☆	☆	×
Accessing User Tools		×	×	×	☆	☆	☆	—	☆	☆	—	×	☆	☆	—	—

☆…means that these functions can be used together.

❍…means that you can interrupt the current job with function keys to proceed to a subsequent job.

→…means that another job will automatically start after the current job is finished.

×…means that you must manually start another job after the current job is finished (i.e. these functions cannot be used together).

*1 The Facsimile switches to Memory Reception and operates simultaneously.

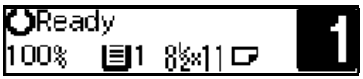
Copy Mode

Changing to Copy Mode

You can always make a copy when the machine is not printing or scanning fax data.

1 **Press the【Copy】key.**

The copy display appears on the panel display.



Reference

For details, see the Copy Reference manual.

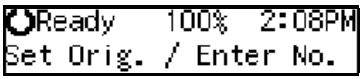
Facsimile Mode

Changing to Facsimile Mode

You can always use the machine for faxing when you are not using the scanner function.

1 Press the [Facsimile] key.

The fax display appears on the panel display.



Note

❒ The Memory Transmission/Reception function is performed automatically even when another function is being used. You need not to switch the display. When data is received in memory, the Receive File indicator is lit.

Reference

For details, see the Facsimile Reference manual.

Sending a Fax

Sending a fax while copying

1 Press the [Facsimile] key to switch to the fax display.

Note

❒ When you press the [Facsimile] key while scanning originals or sorting in Copy mode, remove any originals of your copy job.

2 Complete the usual operations for sending a fax, and then press the [Start] key.

3 After the transmission has finished, press the [Copy] key.

4 Reset the copy job originals, and then press the [Start] key.

The machine resumes the interrupted copy run.

Sending a fax while printing

1 Press the [Facsimile] key to switch to the fax display.

2 Complete the usual operations for sending a fax, and then press the [Start] key.

Printing a Received Fax

When you are not copying, a received fax is printed automatically. You do not need to switch to Facsimile mode.

Printer Mode

Changing to Printer Mode

Whenever you print from applications, you do not have to switch to Printer mode.

Reference

For details, see the Printer Reference manual.

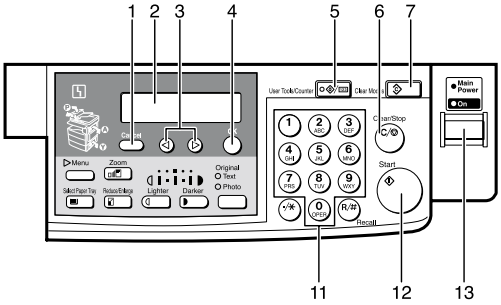
Printing

The machine can receive a print data while another feature is running.

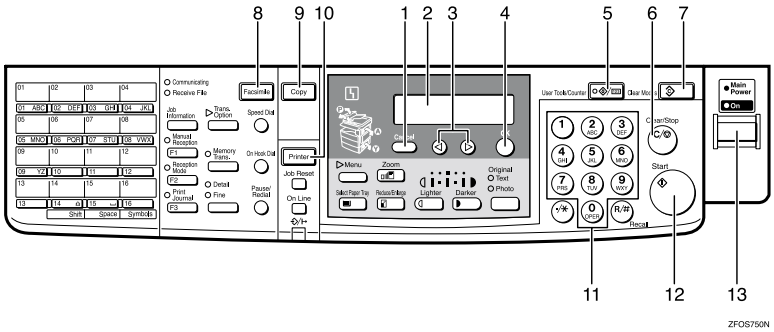
2. User Tools (System Settings)

Keys for User Tools (System Settings)

❖ **When the machine has the copier feature only**



❖ **When the machine has the printer and/or fax feature**



1. **【Cancel】key**
Press to return to the previous menu.

2. **Panel display**
Shows operation status, error messages and function menu.

3. **◁ or ▷ key (Cursor keys)**
Press to display the previous/next menu or select an item on the panel display.

4. **【OK】key**
Press to make the new settings and return to the previous menu.

5. **【User Tools/Counter】key**
See p.13 "Accessing the User Tools (System Settings)".

6. **【Clear/Stop】key**
Press to delete a number you have entered or to stop copying.

7. **【Clear Modes】key**
Press to clear the previously entered copy job settings.

8. **【Facsimile】key (Fax installed machine only)**
Press to use facsimile functions.

9. 【Copy】key
Press to use copy functions.

10. 【Printer】key (Printer installed machine only)
Press to use printer functions.

11. Number keys
Use to enter a numeric value.

12. 【Start】key
Press to start copying or faxing.

13. Operation switch
Press this switch to turn the power on or return from the Low Power mode, the Sleep mode or the Auto Off mode. To turn the power off, press this switch again.

Accessing the User Tools (System Settings)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

Preparation

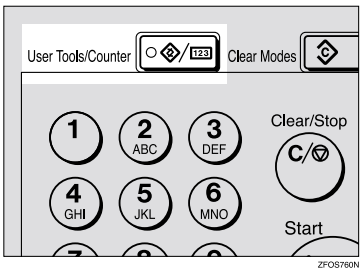
After using the user tools, be sure to return to Copy mode.

The settings are not canceled even if the main power switch is turned off or the 【Clear Modes】 key is pressed.

Reference

For information on Copy, Fax, and Printer User Tools, see the appropriate reference manual.

1 Press the 【User Tools/Counter】 key.



The User Tools Main Menu appears.

2 Press the ◁ or ▷ key until "2.System Settings" is displayed, and then press the 【OK】 key.

```
User Tools:
2.System Settings    ◆▶
```

Note

❒ To view the total number of prints made by the machine, see p.14 "Printing the Counter Value".

❒ To switch the display language, select "6. Language" and then press the 【OK】 key. Press the ◁ or ▷ key until your desired language is displayed, and then press the 【OK】 key.

3 Press the ◁ or ▷ key until your desired menu is displayed, and then press the 【OK】 key.

```
System Settings:
1.Function Priority  ◆▶
```

```
System Settings:
2.CopyCount Display  ◆▶
```

```
System Settings:
3.System Reset       ◆▶
```

```
System Settings:
4.Energy Saver Timer ◆▶
```

```
System Settings:
5.Energy Saver Level ◆▶
```

```
System Settings:
6.Auto Off Timer     ◆▶
```

```
System Settings:
7.AOF(Keep It On.)   ◆▶
```

```
System Settings:
8.Tray Paper Size    ◆▶
```

*1

```
System Settings:
9.Pap.Tray Priority  ◆▶
```

*1

System Settings:
10Auto Tray Switch ◆▶

System Settings:
11Display Contrast ◆▶

System Settings:
12Measurement Unit ◆▶

*1 Displays when the optional paper tray unit is equipped with your machine.

Note

❒ ▷: Press to go to the next menu.

❒ ◁: Press to go back to the previous menu.

Reference

p.15 "User Tools Menu (System Settings)"

4 **Change the settings by following the instructions on the panel display, and then press the [OK] key.**

Reference

p.16 "Settings You Can Change with the User Tools"

Note

❒ **[OK]** : Press to make the new settings and return to the previous menu.

❒ **[Cancel]** : Press to return to the previous menu without changing any data.

Exiting from the User Tools

1 **After changing the user tools settings, press the [User Tools/Counter] key.**

Printing the Counter Value

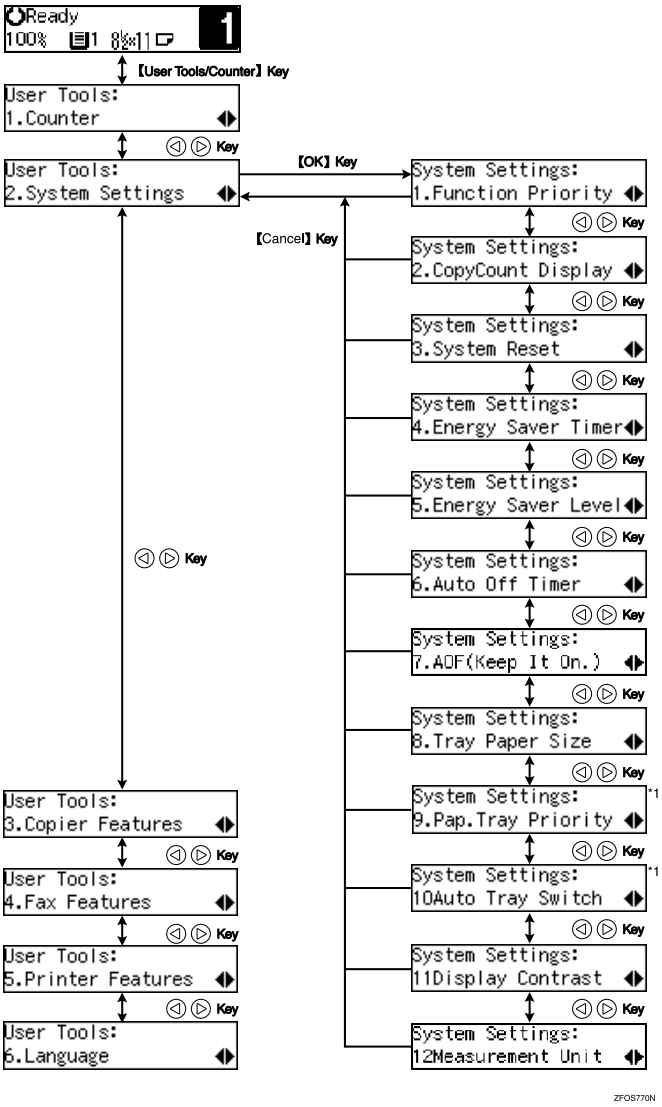
1 **Press the [User Tools/Counter] key.**

2 **Make sure "1.Counter" is displayed, and then press the [OK] key to view the total number of pages.**

Counter: ◆▶/OK
Total Pages 0000150

3 **Press the [Start] key.**

User Tools Menu (System Settings)



*1 Displays when the optional paper tray unit is equipped with your machine.

Settings You Can Change with the User Tools

Reference

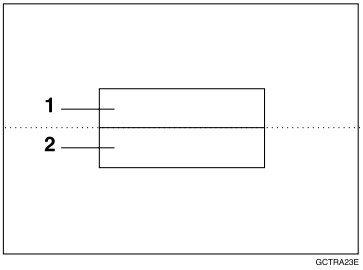
For details about how to access the user tools, see p.15 "User Tools Menu (System Settings)".

2

System Settings

Menu	Description
1. Function Priority	You can specify the mode (Copier or Fax) to be displayed immediately after the operation switch is turned on or System Reset mode is turned on. **Note** ❒ Default: *Copier*
2. CopyCount Display	The copy counter can be set to show the number of copies made (count up) or the number of copies remaining to be made (count down). **Note** ❒ Default: *Up*
3. System Reset	The machine returns to its prioritized mode automatically after your job is finished. This function is called "System Reset". When you set the time, select "1. On/Off" to "On", and then set "2. Timer" to the desired time. The time can be set from 10 to 999 seconds. **Note** ❒ Default: On (*60 seconds*) ❒ You can specify the prioritized mode with the user tools. See "1. Function Priority".
4. Energy Saver Timer	The machine enters Low Power mode automatically after your job is finished, after the selected time. The time can be set from 1 to 240 minutes. In Low Power mode, power consumption is reduced by 5% compared with Standby mode. **Note** ❒ Default: *15 minutes* ❒ Energy Saver might not be effective when an error message is displayed. ❒ When the machine receives a fax or printer data in Energy Saver mode, it automatically prints the fax or the printer data.

Menu	Description
5. Energy Saver Level	You can select the Energy Saver level. ❖ **Level 1** • Power Consumption: Reduced by about 5% compared to standby mode. • Warm-Up Time: about 5 seconds ❖ **Level 2** • Power Consumption: Reduced by about 40% compared to standby mode. • Warm-Up Time: about 10 seconds ❖ **Level 3** • Power Consumption: Reduced by about 80% compared to standby mode. • Warm-Up Time: about 20 seconds **Note** ❒ Default: *Level 2*
6. Auto Off Timer	The machine turns itself off automatically to conserve energy after your job is finished, after the selected time is up. This function is called "Auto Off ". The time can be set from 1 to 240 minutes. **Note** ❒ Default: *30 minutes* ❒ Auto Off might not be effective when an error message is displayed. ❒ To return to the ready condition from Auto Off, the machine requires the same warm-up time as the time for becoming ready after power is turned on. ❒ When the machine receives a fax or printer data in Auto Off mode, it automatically prints the fax or printer data.
7. AOF(Keep It On.)	**Note** ❒ For details about this function, contact your service representative.
8. Tray Paper Size	Select the size of the paper set in the paper tray. **Reference** See "Changing the Paper Size" in the Copy Reference manual.

Menu	Description
9. Pap.Tray Priority (for Copy mode only)	When the optional paper tray unit is equipped with your machine, you can select a default paper tray in the following conditions: • When the operation switch is turned on. • When the 【Clear Modes】 key is pressed. • When the Copy Reset Timer comes into effect.  1: Tray 1 2: Tray 2 (optional paper tray unit) **Note** ❒ Default: *Tray 1*
10Auto Tray Switch (for Copy mode only)	If you load paper of the same size and direction in two trays, the machine automatically switches to another tray when the tray in use runs out of paper. You can set or cancel this setting. The optional paper tray unit is required to use this setting. **Note** ❒ Default: *On*
11Display Contrast	You can adjust the brightness of the panel display.
12Measurement Unit	You can select the unit of measurement. **Note** ❒ Default: *inch*

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User Tools (System Settings), 11

MEMO

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio /TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

Type for 2513/2513f/1302/1302f/5613/5613F/Aficio 1013/1013F
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